

# Agency Summary And Certification

## 429 -- Real Estate Commission

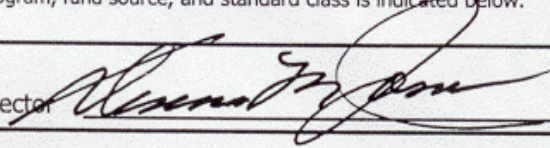
Original Submission \_\_\_\_ or Rev No. X

FY 2005 Request

Page 1 of 28 Pages

In accordance with 67-3503, Idaho Code, I certify the attached forms properly state the receipts and expenditures of the department (agency, office, or institution) for the fiscal years indicated. The summary of expenditures by major program, fund source, and standard class is indicated below.

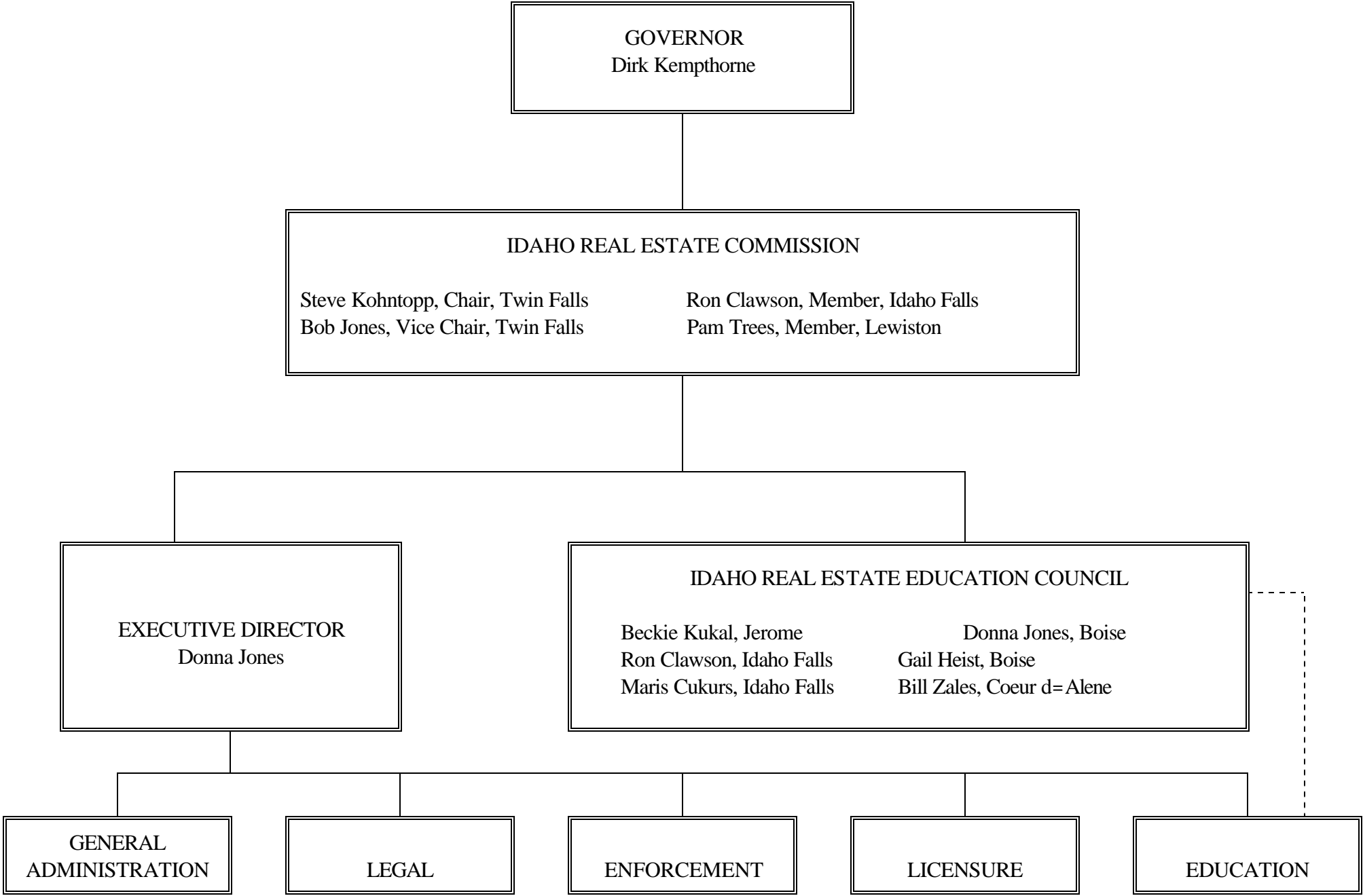
Signature of Department Director



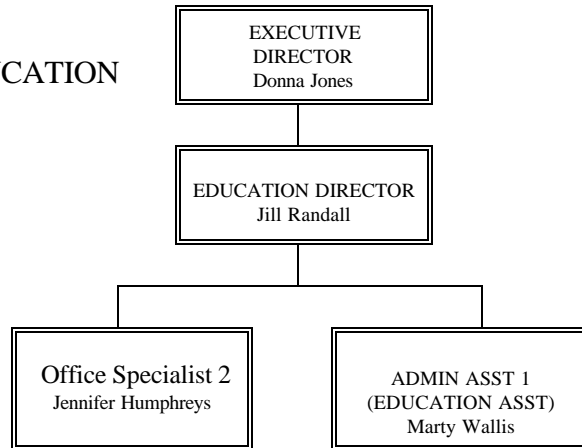
Date

9/12/03

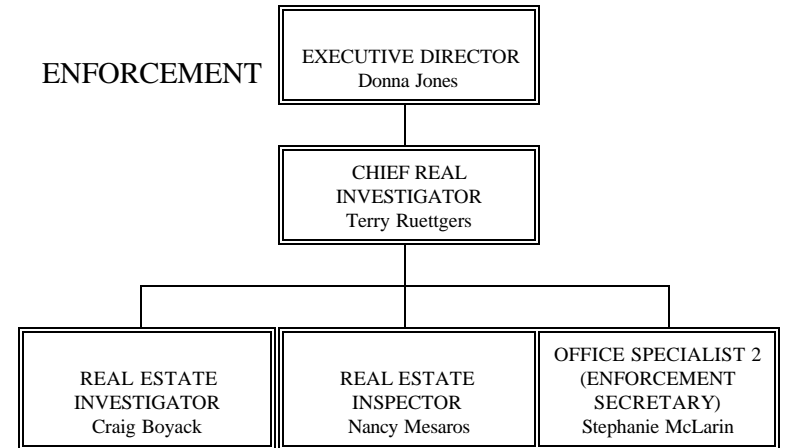
Function/Activity	FY 2003 Total Appropriation	FY 2003 Total Expenditures	FY 2004 Original Appropriation	FY 2004 Estimated Expenditures	FY 2005 Total Request
Real Estate Regulation	1,133,100	914,400	1,050,800	1,050,800	1,107,100
<b>Total</b>	1,133,100	914,400	1,050,800	1,050,800	1,107,100
By Fund Source	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
D 0229-00 State Regulatory Fund	1,133,100	914,400	1,050,800	1,050,800	1,107,100
<b>Total</b>	1,133,100	914,400	1,050,800	1,050,800	1,107,100
By Object	Total Appropriation	Actual Expenditures	Original Appropriation	Estimated Expenditures	Total Request
Personnel Costs	718,300	592,300	667,600	667,600	686,800
Operating Expenditures	383,900	305,600	377,200	377,200	406,300
Capital Outlay	30,900	16,500	6,000	6,000	14,000
Trustee And Benefit Payments	0	0	0	0	0
Lump Sum	0	0	0	0	0
<b>Total</b>	1,133,100	914,400	1,050,800	1,050,800	1,107,100
<b>FTP Total</b>	15.00	15.00	13.00	13.00	13.00



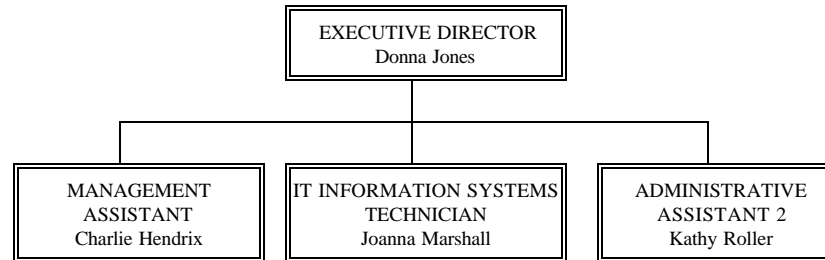
## EDUCATION



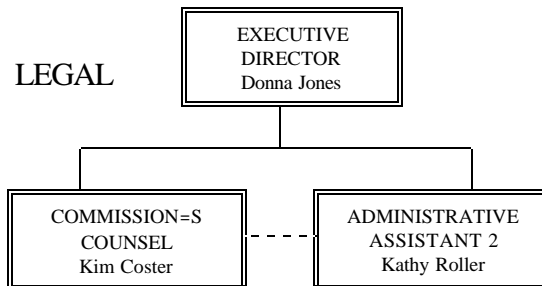
## ENFORCEMENT



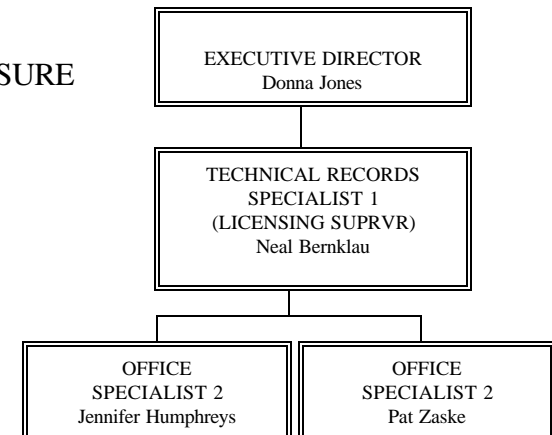
## GENERAL ADMINISTRATION



## LEGAL



## LICENSURE



PROGRAM PERFORMANCE REPORT

AGENCY: Real Estate Commission  
 FUNCTION: Real Estate Regulation  
 ACTIVITY: N/A

Agency Number: 429  
 Function Number: 10  
 Activity Number: 00

FY 2003 Request  
 Page 4 of 28  
 Original Submittal X or Revision No. \_\_\_\_

Program Description: Goal 1: Establish and maintain minimum competencies needed to obtain and maintain a real estate license in Idaho		Authorization			
		State	X	Federal	Other
		Code Citation: 54-2001 through 54-4105			
		Non-mandated Priority No.:			
Major Functions		Targeted Performance Standard(s) for each Function			
Objective 1: To Consistently Review Idaho Real Estate License Law and Rules for Reasonableness and Fairness		<u>Strategy 1:</u> Analyze national trends by attending ARELLO conferences to assure Idaho=s License Law and Rules are consistent with other states			
		<u>Strategy 2:</u> Work with REALTORS <sup>7</sup> organization and the public to assure that Idaho=s laws and rules are protecting the public interest			
		<u>Strategy 3:</u> Work with legislators to assure the passage of law changes deemed necessary			
		<u>Strategy 4:</u> Publish and distribute <i>Idaho Real Estate License Laws and Rules</i>			
Program Results and Effect: The mission of the Idaho Real Estate Commission is to regulate state licensing and education of real estate brokers and sales associates and to safeguard and protect the public interest by the fair and impartial administration of the Idaho Real Estate License Law and Rules. This is achieved in part through analyzing national market and regulatory trends; through net-working, collaborating, and cooperating with related industry groups; maintaining a working relationship with the Executive and Legislative branch of Idaho State Government and by disseminating current Idaho Real Estate License Law and Administrative Rules to our licensees. True professionalism in the global market of the real estate industry cannot be achieved by our licensees without a bench mark to establish and maintain minimum licensing competency.					

PROGRAM PERFORMANCE REPORT

AGENCY: Real Estate Commission  
 FUNCTION: Real Estate Regulation  
 ACTIVITY: N/A

Agency Number: 429  
 Function Number: 10  
 Activity Number: 00

FY 2003 Request  
 Page 5 of 28  
 Original Submittal X or Revision No. \_\_\_\_\_

Program Description: Goal 2: Assure compliance with real estate standards and laws		Authorization State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Other <input type="checkbox"/> Code Citation: 54-2001 through 54-4105 Non-mandated Priority No.:	
Major Functions	Targeted Performance Standard(s) for each Function		
Objective 1: To Provide a High Quality, Prelicense Examination Designed to Measure Minimum Competencies	<u>Strategy 1:</u> Review minimum competency levels through job tasks surveys and other methods  <u>Strategy 2:</u> Cooperate and participate in item writing workshops to provide candidates with a relevant prelicense exam to test competency		
Objective 2: To Provide a High Quality, Prelicense Education Program	<u>Strategy 1:</u> Periodically review current issues, trends and <i>License Laws and Administrative Rules</i> to determine if current courses and corresponding exams are relevant  <u>Strategy 2:</u> Maintain a <u>Certification Policy</u> to outline requirements for certification of courses, instructors, and providers  <u>Strategy 3:</u> Certify and monitor courses, instructors and providers		
Objective 3: To Provide a High Quality Continuing Education Program	<u>Strategy 1:</u> Annually review current issues, trends and License Law and Administrative Rules to develop and provide quality continuing education program  <u>Strategy 2:</u> Certify and monitor continuing education instructors, courses and providers		
Program Results and Effect: The Commission strives to elevate the real estate industry to the highest standards possible through communication, education and the latest technology. The Idaho Education Council meets quarterly to outline recommendations for certification, monitoring, and analyzing appropriate pre-license and continuing education courses, instructors, and providers. These recommendations are presented by the IREC Education Department to our four Commissioners at their monthly meetings for final ratification and implementation. Our Education Department works continually at reviewing, analyzing, and making recommendations to maintain the quality and integrity of our programs. Ensuring the availability of capable and honest real estate providers, instructors and course materials is a public trust that the Commission accepts with the deepest sense of purpose and responsibility.			

PROGRAM PERFORMANCE REPORT

AGENCY: Real Estate Commission  
 FUNCTION: Real Estate Regulation  
 ACTIVITY: N/A

Agency Number: 429  
 Function Number: 10  
 Activity Number: 00

FY 2003 Request  
 Page 6 of 28  
 Original Submittal X or Revision No. \_\_\_\_

Program Description: Goal 2: Assure compliance with real estate standards and laws	Authorization		
	State	Federal	Other
	Code Citation: 54-2001 through 54-4105		
	Non-mandated Priority No.:		

Major Functions	Targeted Performance Standard(s) for each Function
Objective 4: To Review Regulated Business Activities and Practices	<u>Strategy 1:</u> Conduct office audits and inspections as warranted  <u>Strategy 2:</u> Monitor citation program  <u>Strategy 3:</u> Conduct Business Conduct and Office Operations courses
Objective 5: Process Complaints Against Licensees in a Thorough, Timely and Efficient Manner	<u>Strategy 1:</u> Initiate investigation on verified complaints immediately  <u>Strategy 2:</u> Complete investigations and reports within six months, whenever possible
Objective 6: Assure That License Applicants, Licensees and Consumers Receive Their Due Process Rights under the Regulatory and Disciplinary Powers of the Statutes	<u>Strategy 1:</u> Establish and maintain a fair hearing process and administer the disciplinary powers of the License Law within the procedures set forth in the Administrative Procedures Act  <u>Strategy 2:</u> Develop, maintain and monitor Public Records policy

Program Results and Effect:

As a regulatory body, the role of the Commission is not to protect the industry or the profession that we regulate, nor to protect consumers. It is not the role of regulators to be advocates for either the profession nor the consumer. Instead, the role of the regulator is to protect the public interest. Protecting the public interest means assuring every individual=s right to justice and equal opportunity. Regulators protect the public interest when they deny the right to practice to the incompetent and unscrupulous. Regulators protect the public interest when they refuse to use licensing laws to advance the interest of private trade associations. Regulators protect the public interest when they encourage free and open markets.

The Commission pledges our best efforts to achieve impartiality and fairness in achieving this goal.



PROGRAM PERFORMANCE REPORT

AGENCY: Real Estate Commission  
 FUNCTION: Real Estate Regulation  
 ACTIVITY: N/A

Agency Number: 429  
 Function Number: 10  
 Activity Number: 00

FY 2003 Request  
 Page 7 of 28  
 Original Submittal X or Revision No. \_\_\_\_

Program Description: Goal 3: Effectively administer, monitor and improve licensing process		Authorization			
		State	X	Federal	Other
		Code Citation: 54-2001 through 54-4105			
		Non-mandated Priority No.:			
Major Functions		Targeted Performance Standard(s) for each Function			
Objective 1: To Provide an Effective Screening Process of New License Applications		<u>Strategy 1:</u> Process fingerprints through Idaho State Police and the FBI upon receipt and track until approved or rejected by both agencies  <u>Strategy 2:</u> Utilize ARELLO screening services for previous disciplinary actions			
Objective 2: Verify Compliance with Licensing Standards		<u>Strategy 1:</u> Utilize <i>Real Estate License Law and Rules</i> and Commission policies to design and provide current application, renewal and change forms to solicit the appropriate information to verify compliance  <u>Strategy 2:</u> Process completed applications, renewals and changes efficiently  <u>Strategy 3:</u> Utilize available technology to provide more efficient process for licensees to submit requests for changes to licensing information, i.e., via the Internet			
Objective 3: Improve Records Management Process		<u>Strategy 1:</u> Manage records primarily by electronic means in an attempt to reduce hard copies, moving towards a nearly paperless operation  <u>Strategy 2:</u> Maintain and improve records management computer system			
Program Results and Effect: Through the fingerprint screening of potential licensees through the Idaho State Police and the FBI, plus the additional screening report from the Association of National License Law Officials showing previous disciplinary actions, the Commission is fulfilling our responsibility to protect the public interest. Regulators also protect the public interest when we eliminate barriers that unreasonable limit entry into our field of practice. It is imperative that we administer fair and impartial application of license law standards. More and more of the functions of the Commission will be transacted through technology as the demand for online services increases. These services have been expanded to include license renewals; name and personal address changes; office changes and a real time licensee look up feature that allows the consumer to verify the status of their real estate professional.					

PROGRAM PERFORMANCE REPORT

AGENCY: Real Estate Commission  
 FUNCTION: Real Estate Regulation  
 ACTIVITY: N/A

Agency Number: 429  
 Function Number: 10  
 Activity Number: 00

FY 2003 Request  
 Page 8 of 28  
 Original Submittal X or Revision No. \_\_\_\_

Program Description: Goal 4: Operate the commission with accountability, efficiency and responsibility	Authorization		
	State <input checked="" type="checkbox"/>	Federal <input type="checkbox"/>	Other <input type="checkbox"/>
	Code Citation: 54-2001 through 54-4105		
	Non-mandated Priority No.:		

Major Functions	Targeted Performance Standard(s) for each Function
Objective 1: Utilize Technology in Business Practices	<u>Strategy 1:</u> Utilize most current hardware and software programs  <u>Strategy 2:</u> Provide an informative web page  Strategy 3: Provide licensees ability to conduct Commission business via the Internet
Objective 2: Employ, Train, Hire, Terminate and Manage Staff to Effectively Conduct Business in Compliance with DHR Rules and Regulations	<u>Strategy 1:</u> Conduct staff meetings as needed  <u>Strategy 2:</u> Maintain increased management commitment for additional training to enable staff to more adequately and efficiently fulfill their job responsibilities  <u>Strategy 3:</u> Continue to monitor and update the <i>Employee Handbook</i> , the Open Records laws, the Americans with Disabilities Act, Federal Family Medical Leave Act, and other applicable laws to insure compliance

Program Results and Effect:

The Commission will continue the customer-oriented consciousness that will ensure continuous improvement in the quality of service provided and the fulfillment of our agency mission. We envision pre-license and continuing education courses on-line will become the norm. Students educational scores will be posted directly to their account from the educational providers, whether than be the >on-line= or >brick and mortar= schools. Undoubtedly one of the greatest challenges will be the ability to respond to the technological changes in the industry with the limited staff and resources available to the Commission. We must continue to act in a fiscally responsible manner to generate revenue to support the necessary programs and have adequate spending authority to be prepared to respond appropriately as the industry and market change. Management remains acutely aware that the Commission=s greatest resource is its people and we will continue to educate and train our staff to the best of our ability as well as monitoring the applicable employment laws for their protection.



PROGRAM PERFORMANCE REPORT

AGENCY: Real Estate Commission  
 FUNCTION: Real Estate Regulation  
 ACTIVITY: N/A

Agency Number: 429  
 Function Number: 10  
 Activity Number: 00

FY 2003 Request  
 Page 9 of 28  
 Original Submittal X or Revision No. \_\_\_\_\_

Program Description: Goal 4: Operate the commission with accountability, efficiency and responsibility		Authorization	
		State <input checked="" type="checkbox"/>	Federal <input type="checkbox"/> Other <input type="checkbox"/>
		Code Citation: 54-2001 through 54-4105	
		Non-mandated Priority No.:	
Major Functions	Targeted Performance Standard(s) for each Function		
Objective 3: Assure Sufficient Funding to Support Commission Operations	<u>Strategy 1:</u> Seek adequate spending authority from the legislature  <u>Strategy 2:</u> Continuously monitor expenditures  <u>Strategy 3:</u> Maintain a six month reserve account  <u>Strategy 4:</u> Fees for services should reflect actual provider costs but should be fiscally conservative		
Objective 4: Provide Office Facilities and Equipment Necessary for Staff to Effectively Conduct Commission Business	<u>Strategy 1:</u> Update furniture and equipment to maintain safe and healthy environment		
Program Results and Effect: The Commission must generate revenue to support its programs and have adequate spending authority to be prepared to respond appropriately as the industry and market change. We will continue to operate in a fiscally responsible manner and only seek revenue increases when absolutely necessary. Any revenue increases will be analyzed to ensure actual anticipated program operation costs and operation.			

AGENCY: Real Estate Commission  
FUNCTION: Real Estate Regulation  
ACTIVITY: N/A

Agency Number: 429  
Function Number: 10  
Activity Number: 00

FY 2003 Request  
Page 10 of 28  
Original Submittal X or Revision No.       

Program Description: Goal 5: Act as a public resource for real estate issues	Authorization		
	State X	Federal	Other
	Code Citation: 54-2001 through 54-4105		
	Non-mandated Priority No.:		
Major Functions	Targeted Performance Standard(s) for each Function		
Objective 1: Disseminate Information Addressing Subjects of Special Interest and Concerns to Licensees and Consumers	<u>Strategy 1:</u> Develop and distribute educational newsletter to all licensees semiannually together with a schedule of courses to be held during the next six months  <u>Strategy 2:</u> Develop and maintain items of consumer interest including but not limited to; <i>The Investigative and Hearing Process, Consumer Information on Buying and Selling Real Estate, Agency Representation and Candidate Information Bulletins</i>  <u>Strategy 3:</u> Establish, upgrade and maintain Commission website with pertinent licensure and consumer information and searchable licensee base		
Objective 2: Respond to Consumer Inquiries in a Consumer-Oriented Consciousness	<u>Strategy 1:</u> Respond to Public Records requests in mandated time-frame  <u>Strategy 2:</u> Provide public with references to other departments and organizations as appropriate  <u>Strategy 3:</u> Provide real estate information to the public through a "consumer" brochure  <u>Strategy 4:</u> Continue to work in conjunction with the Idaho Association of REALTORS <sup>7</sup> , the Idaho Housing and Finance Agency, the Department of Education and the Governor=s office to promote a home buying education course to be used in Idaho high schools		
Program Results and Effect: The Commission publishes and distributes an educational newsletter, the Real Estate, on a semi annual basis. This publication is mailed to every licensee in the state of Idaho and relays to our licensees the very latest nationwide trends and issues. As a service to consumers, publications such as the Investigative and Hearing Process, Agency Representation brochures, Candidate Information Bulletins, Underground Storage Tank information, Consumer Information on Buying and Selling Real Estate, is made available at our office as well as the Commission web site. Consumers as well as licensees are now able to check on the status of a licensee by accessing the searchable license base on our web page. In conjunction with the Idaho Association of REALTORS <sup>7</sup> , the Idaho Housing and Finance Agency, the Department of Education and the Governor=s office, we developed a home buying education course to be used to educate our high school seniors on the real estate market.			

PROGRAM PERFORMANCE REPORT

AGENCY: Real Estate Commission  
 FUNCTION: Real Estate Regulation  
 ACTIVITY: N/A

Agency Number: 429  
 Function Number: 10  
 Activity Number: 00

FY 2003 Request  
 Page 11 of 28  
 Original Submittal X or Revision No.\_\_\_\_

Program Description: Goal 6: Research creation of a department of real estate to include appraisers, title insurance companies, home inspectors, mortgage brokers and property management		Authorization State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Other <input type="checkbox"/> Code Citation: 54-2001 through 54-4105 Non-mandated Priority No.:	
Major Functions	Targeted Performance Standard(s) for each Function		
Objective: To Provide Consumers a "One Stop Shop" for Real Estate Concerns	<u>Strategy 1:</u> Build coalition with Governor and other regulatory agencies  <u>Strategy 2:</u> Develop and outline agency formation in conjunction with the Governor and other affected regulatory agencies		
Program Results and Effect: As the regulatory agency for real estate, our office receives many consumer calls regarding real estate transactions. Often times, we are unable to assist them so must refer them to other agencies for assistance. Because of the volume of such calls, to better serve the public interest as well as to create a "one stop shop" atmosphere, we envision the creation of the Department of Real Estate or the Department of Housing as a fully functioning umbrella self governing agency, for public protection for all aspects of real estate. We envision such entities as appraisers, escrow companies, title companies, mortgage brokers, property managers, builders, home inspectors have the potential to be regulated under this agency. The consumer deserves to be served in a more appropriate manner by an agency whose sole purpose centers around housing needs. We are willing to work with any and all agencies to start the dialogue on this issue.			

AGENCY: Real Estate Commission  
FUNCTION: Real Estate Regulation  
ACTIVITY: N/A

Agency Number: 429  
Function Number: 10  
Activity Number: 00

FY 2005 Request  
Page 12 of 28  
Original Submittal X or Revision No. \_\_\_\_\_

Reference Number		Projected Results							
		2000	2001	2002	2003	2004	2005	2006	2007
G1-O1-S1 G1-O1-S2 G1-O1-S3 G1-O1-S4  G2-O1-S1 G2-O1-S2  G2-O2-S1 G2-O2-S2 G2-O2-S3  G2-O3-S1 G2-O3-S2		yes	yes	yes	yes	yes	yes	yes	yes
		yes	yes	yes	yes	yes	yes	yes	yes
		yes	yes	yes	yes	yes	yes	yes	yes
		5,000	4,000	4,000	10,000	10,000	10,000	10,000	9,500
								yes	
		yes	yes	yes	yes	yes	yes	1	yes
		1	1	1	1	1	1		1
								yes	
		yes	yes	yes	yes	yes	yes	yes	yes
		yes	yes	yes	yes	yes	yes	yes	yes
		yes	yes	yes	yes	yes	yes		yes
								yes	
		yes	yes	yes	yes	yes	yes	yes	yes
		yes	yes	yes	yes	yes	yes	yes	yes
		Fund	% of Current Budget				Projected Budget		
		2000	2001	2002	2003	2004	2005	2006	2007
General									
Dedicated		\$887,900	\$893,560	\$1,091,000	\$914,350	\$1,050,800 (Estimated)	\$1,101,200 (Estimated)	\$1,200,000 (Estimated)	\$1,200,000 (Estimated)
Federal									
Other									

AGENCY: Real Estate Commission  
FUNCTION: Real Estate Regulation  
ACTIVITY: N/A

Agency Number: 429  
Function Number: 10  
Activity Number: 00

FY 2005 Request  
Page 13 of 28  
Original Submittal X or Revision No. \_\_\_\_\_

Reference Number		Projected Results							
		2000	2001	2002	2003	2004	2005	2006	2007
G2-O4-S1 G2-O4-S2 G2-O4-S3		220 audits yes 4 courses	10 audits yes 0 courses	220 audits yes 8 courses	315 audits yes 7 courses	360 audits yes 10 courses	360 audits yes 12 courses	360 audits yes 12 courses	360 audits yes 12 courses
G2-O5-S1 G2-O5-S2		yes yes	yes yes	yes yes	yes yes	yes yes	yes yes	yes yes	yes yes
G2-O6-S1 G2-O6-S2		yes yes	yes yes	yes yes	yes yes	yes yes	yes yes	yes yes	yes yes
G3-O1-S1 G3-O1-S2		770 cards 790 names	810 cards 680 names	990 cards 710 names	1100 cards 1300 names	1150 cards 850 names	1050 cards 750 names	1000 cards 800 names	975 cards 790 names
G3-O2-S1 G3-O2-S2 G3-O2-S3		yes yes no	yes yes no	yes yes yes	yes yes yes	yes yes yes	yes yes yes	yes yes yes	yes yes yes
Fund	% of Current Budget	Projected Budget							
		2000	2001	2002	2003	2004	2005	2006	2007
General		\$887,900	\$893,560	\$1,091,000	\$914,350	\$1,050,800 (Estimated)	\$1,101,200 (Estimated)	\$1,200,000 (Estimated)	\$1,200,000 (Estimated)
Dedicated									
Federal									
Other									

AGENCY: Real Estate Commission  
FUNCTION: Real Estate Regulation  
ACTIVITY: N/A

Agency Number: 429  
Function Number: 10  
Activity Number: 00

FY 2005 Request  
Page 14 of 28  
Original Submittal X or Revision No. \_\_\_\_\_

Reference Number		Projected Results							
		2000	2001	2002	2003	2004	2005	2006	2007
G3-O3-S1		no	no	yes	yes	yes	yes	yes	yes
G3-O3-S2		no	no	yes	yes	yes	yes	yes	yes
G4-O1-S1		no	no	yes	yes	yes	yes	yes	yes
G4-O1-S2		75%	100%	yes	yes	yes	yes	yes	yes
G4-O1-S3		yes	yes	yes	yes	yes	yes	yes	yes
G4-O2-S1		yes	yes	yes	yes	yes	yes	yes	yes
G4-O2-S2		yes	yes	yes	yes	yes	yes	yes	yes
G4-O2-S3		yes	yes	yes	yes	yes	yes	yes	yes
G4-O3-S1		yes	yes	yes	yes	yes	yes	yes	yes
G4-O3-S2		yes	yes	yes	yes	yes	yes	yes	yes
G4-O3-S3		yes	yes	yes	yes	yes	yes	yes	yes
G4-O3-S4		yes	yes	yes	yes	yes	yes	yes	yes
Fund	% of Current Budget	Projected Budget							
		2000	2001	2002	2003	2004	2005	2006	2007
General									
Dedicated		\$887,900	\$893,560	\$1,091,000	\$914,350	\$1,050,800 (Estimated)	\$1,101,200 (Estimated)	\$1,200,000 (Estimated)	\$1,200,000 (Estimated)
Federal									
Other									

AGENCY: Real Estate Commission  
FUNCTION: Real Estate Regulation  
ACTIVITY: N/A

Agency Number: 429  
Function Number: 10  
Activity Number: 00

FY 2005 Request  
Page 15 of 28  
Original Submittal X or Revision No. \_\_\_\_\_

Reference Number		Projected Results							
		2000	2001	2002	2003	2004	2005	2006	2007
G4-O4-S1		yes	yes	yes	yes	yes	yes	yes	yes
G5-O1-S1		16,300	15,000	15,000	15,000	15,000	15,000	15,000	15,000
G5-O1-S2		yes	yes	yes	yes	yes	yes	yes	yes
G5-O1-S3		5,200 hits	10,800 hits	24,000 hits	44,500 hits	50,000 hits	55,000 hits	55,500 hits	55,500 hits
G5-O2-S1		yes	yes	yes	yes	yes	yes	yes	yes
G5-O2-S2		yes	yes	yes	yes	yes	yes	yes	yes
G5-O2-S3		yes	yes	yes	yes	yes	yes	yes	yes
G5-O2-S4		yes	yes	yes	yes	yes	yes	yes	yes
G6-O1-S1		no	no	yes	yes	yes	yes	yes	yes
G6-O1-S2		no	no	no	no	no	yes	yes	yes
Fund	% of Current Budget	Projected Budget							
		2000	2001	2002	2003	2004	2005	2006	2007
General									
Dedicated		\$887,900	\$893,560	\$1,091,000	\$914,350	\$1,050,800 (Estimated)	\$1,101,200 (Estimated)	\$1,200,000 (Estimated)	\$1,200,000 (Estimated)
Federal									
Other									



**FORM B6: WAGE AND SALARY RECONCILIATION**

AGENCY: Real Estate Commission  
 FUNCTION: Real Estate Regulation  
 ACTIVITY: N/A

Agency Number: 429  
 Function/Activity Number: 10  
 Budget Unit:

FY 2005 Request  
 Page 16 of 28  
 Original Submittal   X   or Revision No.       

DU	PCN	DESCRIPTION	Indicator	CLASS CODE	FUND / DOLLARS	FY 2004 WAGE & SALARY				FY 2005 WAGE & SALARY			
						FTP	SALARY	BENEFITS	TOTAL	FTP	SALARY	BENEFITS	TOTAL
		<u>Totals from Wage and Salary Report:</u>											
		Permanent & Elected Official Positions	1			13.00	429,700	162,300	592,000	13.00	429,700	176,300	606,000
		Board & Group Positions	2			0.0	35,400	10,000	45,400	0.0	35,400	10,000	45,400
		TOTAL FROM W & S				13.00	465,100	172,300	637,400	13.00	465,100	186,300	651,400
		<u>Ongoing Adjustments to Wage &amp; Salary:</u>											
		Blank	2						0	0.0	0	0	0
		<u>Estimated Ongoing Salary Needs:</u>											
		Permanent & Elected Official Positions	1			13.00	429,700	162,300	592,000	13.00	429,700	176,300	606,000
		Board & Group Positions	2			0.0	35,400	10,000	45,400	0.0	35,400	10,000	45,400
		Estimated Ongoing Salary Needs				13.00	465,100	172,300	637,400	13.00	465,100	186,300	651,400
		Difference from FY 2004 to FY 2005								0.0	0	14,000	14,000
		<u>One-time Adjustments to Wage &amp; Salary:</u>											
		Blank				0.0	0	0	0				
		<u>Estimated Salary and Benefit Needs:</u>											
		Permanent & Elected Official Positions	1			13.00	429,700	162,300	592,000				
		Board & Group Positions	2			0.0	35,400	10,000	45,400				
		Estimated Salary and Benefit Needs				13.00	465,100	172,300	637,400				
		<u>Calculated Over or Under Funding:</u>				0.0	0	30,200	30,200	Calculated overfunding is 4.5% of Appropriation			
3.00		FY 2004 ORIGINAL APPROPRIATION			667,600	13.00	465,100	202,500	667,600				
4.11		<u>Appropriation Adjustments:</u>											
4.31		Reappropriation				0.0	0	0	0				
		Supplemental				0.0	0	0	0				
5.00		FY 2004 TOTAL APPROPRIATION				13.00	465,100	202,500	667,600				
		<u>Expenditure Adjustments:</u>											
6.21		Governor's Holdback				0.0	0	0	0				
6.31		FTP or Fund Adjustment				0.0	0	0	0				
6.51		Transfer between programs				0.0	0	0	0				
7.00		FY 2004 ESTIMATED EXPENDITURES				13.00	465,100	202,500	667,600				
		<u>Base Adjustments:</u>											
8.31		Transfer between programs				0.0	0	0	0			0	
8.41		Remove one-time personnel costs			0	0.0	0	0	0				
9.00		FY 2005 BASE				13.00	465,100	202,500	667,600	13.00	465,100	202,500	667,600
10.11		Change in Benefit Costs								0.0	0	14,000	14,000
10.42		Refactored classes								0.0	0	0	0
10.51		Annualizations								0.0	0	0	0
10.71		External Non-Standard Adjustments								0.0	0	0	0
10.91		Fund Shift								0.0	0	0	0
		<u>Subtotal CEC Base:</u>				13.00	465,100	216,500	681,600				
10.61		CEC for Permanent Positions	429,700	4,300	21.0%					0.0	4,300	900	5,200
10.62		CEC for Group Positions		0	7.3%					0.0	0	0	0
11.00		FY 2005 PROGRAM MAINTENANCE								13.00	469,400	217,400	686,800
		<u>Enhancement(s):</u>											
12.01		Blank								0.0	0	0	0
13.00		FY 2005 TOTAL REQUEST			0000					13.00	469,400	217,400	686,800

## CAPITAL OUTLAY SUMMARY

AGENCY: Real Estate Commission  
 FUNCTION: Real Estate Regulation  
 ACTIVITY: N/A

Agency Number: 429  
 Function Number: 10  
 Activity Number: 00

FY 2005 Request  
 Page 17 of 28  
 Original Submittal X or Revision No. \_\_\_\_\_

D U NO.	Fund	R*/A*	Item/Description	Date Acquired or Replaced	Quantity In Stock	Quantity Desired	Mileage	Options	Unit Cost	Total Cost
10.31	229	R	Replacement Capitol Outlay: Overhead Projector	01/01/75	2	1			4,500	4,500
			Replacement Operating Expenditures:							
		R	Upgrade Operating Software		1	1			15,500	15,500
		R	Replace Paneling with Drywall for Fire Safety	01/01/68					7,400	7,400
			Total Request for Replacement of OE & CO:							27,400
12.01		A	New Server to comply with standard operating system as required by ITRMC						8,000	8,000
12.02		A	Laptop Computer						1,500	1,500
			Total Request for Enhancements							9,500

\*R - Indicates Replacement Stock

\*A - Indicates Addition to Stock

Form B-7

ACTIVITY: N/A

Activity Number: 00

Original Submittal \_\_\_\_ or Revision No. 1[illegible]

## PROGRAM REQUEST BY DECISION UNIT

AGENCY: Real Estate Commission

FUNCTION: Real Estate Regulation

ACTIVITY: N/A

Agency Number: 429

Function Number: 10

Activity Number: 00

FY 2005 Request

Page 19 of 28Original Submittal X or Revision No. \_\_\_\_\_

D U No.	Description	Fund Cat.	Fund	FTP	Personnel Costs	Operating Expend.	Capital Outlay	Trustee/ Benefit	Lump Sum	TOTAL
3.00	FY2004 Original Appropriation: HB459				667,600	377,200	6,000			1,050,800
										0
										0
										0
										0
										0
		TOTAL		13.00	667,600	377,200	6,000	0	0	1,050,800
										0
										0
										0
										0
										0
		TOTAL		0.00	0	0	0	0	0	0
										0
										0
										0
										0
		TOTAL		0.00	0	0	0	0	0	0
5.00	FY2004 Total Appropriation:				667,600	377,200	6,000			1,050,800
										0
										0
										0
		TOTAL		13.00	667,600	377,200	6,000	0	0	1,050,800
										0
										0
										0
										0
		TOTAL		0.00	0	0	0	0	0	0

[illegible]

[illegible]

Original Submittal   X   or Revision No.



[illegible]

Original Submission X or Revision No.

Class Code	Revenue Source/Name of Granting Description Agency	FY 2002 Actual	FY 2003 Actual	FY 2004 Estimated	FY 2005 Estimated
1020	License Fees	759,700	1,078,800	932,600	973,700
1018	Exam Fees	26,500	39,500	20,000	20,000
1025	Record Changes	37,000	31,800	25,000	25,000
1025	Land Registration	40,800	39,300	30,000	30,000
1155	Filing Fees	4,500	4,200	5,000	4,000
1315	Fines	47,300	58,800	0	0
1540	CE Exams	28,300	11,300	2,500	5,000
1545	Course Registration	11,600	10,500	7,500	7,500
170	Non Taxable Sales	15,300	10,100	14,000	10,000
1770	All Other Sales	9,900	8,900	8,000	8,000
2725	Library Rentals	3,100	3,200	2,500	3,000
3640	Late Renewal Fees	9,900	9,400	7,500	7,500
3650	Legal Fees Assessed & Collected	25,500	11,300	20,000	20,000
1535	E/O Admin Fees	21,600	4,000	0	0
1018	Pre-License Course Exam	600	1,000	500	500
1770	Misc	0	15	100	100
1555	License/Education History	2,300	2,130	2,000	2,000
		1,043,900	1,324,245	1,077,200	1,116,300
Significant Assumptions					
		0	0	0	0

## ANALYSIS OF FUNDS

AGENCY: Real Estate Commission

FUNCTION: Real Estate Regulation

ACTIVITY: N/A

Agency Number: 429

Function Number: 10

Activity Number: 00

FY 2005 Request

Page 26 of 28Original Submittal X or Revision No. \_\_\_\_\_

Fund Title:	Fund Code:	FY 2001 Actual	FY 2002 Actual	FY2003 Actual	FY2004 Estimated	FY2005 Estimated
Beginning Free Fund Balance		579,000	857,000	1,033,300	1,443,100	1,469,500
Encumbrances as of July 1		0	0	0	0	0
Cash Receipts (from Form B-11)		1,168,600	1,043,900	1,324,200	1,077,200	1,116,300
Transfers in from: Fund Title:	Code:	3,000				
Transfers in from: Fund Title:	Code:					
Transfers in from: Fund Title:	Code:					
Transfers in from: Fund Title:	Code:					
Transfers in from: Fund Title:	Code:					
Total Available for Year		1,750,600	1,900,900	2,357,500	2,520,300	2,585,800
Transfers out to: Fund Title:	Code:					
Transfers out to: Fund Title:	Code:					
Transfers out to: Fund Title:	Code:					
Transfers out to: Fund Title:	Code:					
Transfers out to: Fund Title:	Code:					
Cash Expenditures		893,600	867,600	914,400	1,050,800	1,107,100
Encumbrances as of June 30						
Ending Free Fund Balance		857,000	1,033,300	1,443,100	1,469,500	1,478,700

Fund Title:	Fund Code:	FY 2001 Actual	FY 2002 Actual	FY2003 Actual	FY2004 Estimated	FY2005 Estimated
Beginning Free Fund Balance						
Encumbrances as of July 1						
Cash Receipts (from Form B-11)						
Transfers in from: Fund Title:	Code:					
Transfers in from: Fund Title:	Code:					
Transfers in from: Fund Title:	Code:					
Transfers in from: Fund Title:	Code:					
Transfers in from: Fund Title:	Code:					
Total Available for Year		0	0	0	0	0
Transfers out to: Fund Title:	Code:					
Transfers out to: Fund Title:	Code:					
Transfers out to: Fund Title:	Code:					
Transfers out to: Fund Title:	Code:					
Transfers out to: Fund Title:	Code:					
Cash Expenditures						
Encumbrances as of June 30						

## REQUEST BY DECISION UNIT

AGENCY: Real Estate Commission

FUNCTION: Real Estate Regulation

ACTIVITY: N/A

Agency Number: 429

Function Number: 10

Activity Number: 00

FY 2005 Request

Page 27 of 28Original Submittal X or Revision No.

A: Decision Unit No: 12.01	Descriptive Title: Agency Priority Ranking 1 of 2					
<p>B: Explain Answers in Section C.</p> <p>1. Describe the issue/opportunity/problem the agency is trying to address with this request; then describe, in detail, how this DU addresses the situation.</p> <p>2. State the program objective of this request and the statutory authority to engage in this activity. (Refer to page 8, for the definition of program objectives.)</p> <p>3. Describe the current and proposed service levels either regionally or on a statewide basis:</p> <p>a. What is the service to be provided?</p> <p>b. Is the agency currently providing this service or a related service directly or indirectly, and how much are you spending now?</p> <p>c. Is any other public or private entity providing this service?</p> <p>d. Identify the service populations under current law and how these populations are expected to change within the next three years.</p> <p>4. Identify specific resources necessary to implement this program adjustment. List position titles, pay grades, benefits, and dates of hire for any new positions requested; provide an implementation schedule; describe resources within the agency that will be redirected; and describe all new resources requested in detail to implement this program adjustment.</p> <p>5. Describe the proposed method of financing in support of this request. Be specific and include all major assumptions (if applicable) about revenue: customer base, fee structure, ongoing availability of grants, etc.</p> <p>6. Describe the consequences of not receiving funding for this activity. Will funding, or lack thereof, affect other programs or activities in the agency or in state government?</p>						
	<b>DESCRIPTION</b>	<b>General</b>	<b>Dedicated</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>
	FULL TIME POSITIONS (FTP)					
	PERSONNEL COSTS:					
	TOTAL PERSONNEL COSTS:					
	OPERATING EXPENDITURES:					
	TOTAL OPERATING EXPEND:					
	CAPITAL OUTLAY:		8,000			8,000
	TOTAL CAPITAL OUTLAY:		8,000			8,000
T/B PAYMENTS:						
LUMP SUM:						
<b>GRAND TOTAL</b>		<b>8,000</b>			<b>8,000</b>	
<p>1. The problem the Commission is trying to address is to meet the standards set forth by ITRMC to change the type of operating system we currently use (Novell) to a MS Operating system.</p> <p>2. The program objective is to purchase the necessary computer hardware (server) to switch to a MS Operating system to meet ITRMC standards.</p> <p>3. a) Service provided is to maintain the integrity of the Commissions records.  b) Yes, the service is currently being provided using one server, but we will need two servers when we switch to the MS Operating system.  c) No  d) Current license base of approximately 7,700 with no significant change anticipated.</p> <p>4. One additional server.</p> <p>5. This program will be supported by fees collected.</p> <p>6. Not receiving funding for this program will make it impossible for IREC to have the necessary resources to be in compliance with the systems operating standards set forth by ITRMC.</p> <p>***NOTE***  Microsoft recommends placing each application on its own server. In this case the applications would be,  (1) file &amp; print server (2) e-mail server</p>						

REQUEST BY DECISION UNIT

AGENCY: Real Estate Commission

FUNCTION: Real Estate Regulation

ACTIVITY: N/A

Agency Number: 429

Function Number: 10

Activity Number: 00

FY 2005 Request

Page 28 of 28

Original Submittal ☒ or Revision No.

A: Decision Unit No: 12.01		Descriptive Title:		Agency Priority Ranking 1 of 2			
B: Explain Answers in Section C.		DESCRIPTION	General	Dedicated	Federal	Other	Total
1. Describe the issue/opportunity/problem the agency is trying to address with this request; then describe, in detail, how this DU addresses the situation.		FULL TIME POSITIONS (FTP)					
2. State the program objective of this request and the statutory authority to engage in this activity. (Refer to page 8, for the definition of program objectives.)		PERSONNEL COSTS:	0	0			0
3. Describe the current and proposed service levels either regionally or on a statewide basis:				0			0
a. What is the service to be provided?							0
b. Is the agency currently providing this service or a related service directly or indirectly, and how much are you spending now?		TOTAL PERSONNEL COSTS:	0	0	0	0	0
c. Is any other public or private entity providing this service?		OPERATING EXPENDITURES:					0
d. Identify the service populations under current law and how these populations are expected to change within the next three years.							0
4. Identify specific resources necessary to implement this program adjustment. List position titles, pay grades, benefits, and dates of hire for any new positions requested; provide an implementation schedule; describe resources within the agency that will be redirected; and describe all new resources requested in detail to implement this program adjustment.		TOTAL OPERATING EXPEND:	0	0	0	0	0
5. Describe the proposed method of financing in support of this request. Be specific and include all major assumptions (if applicable) about revenue: customer base, fee structure, ongoing availability of grants, etc.		CAPITAL OUTLAY:		1,500			1,500
6. Describe the consequences of not receiving funding for this activity. Will funding, or lack thereof, affect other programs or activities in the agency or in state government?							0
		TOTAL CAPITAL OUTLAY:	0	1,500	0	0	1,500
		T/B PAYMENTS:					
		LUMP SUM:					
		GRAND TOTAL	0	1,500	0	0	1,500
<p>1. The issue the Commission is trying to address is to provide up to date equipment for use in training.</p> <p>2. The program objective is to have the ability to do power point presentation while conducting the BCOO course, Continuing Education Program and the Train the Trainer program.</p> <p>3. a) The service provided is education and training.  b) Yes, the service is currently being provided by the Commission using old equipment that is already paid for.  c) Yes, a private entity is certified to teach the BCOO course but not the Continuing Education Program or the Train the Trainer . program. IREC is the only provider of those two programs.  d) Current license base of approximately 7,700 with no significant change anticipated.</p> <p>4. One Lap Top computer.</p> <p>5. This program will be supported by fees collected.</p> <p>6. Not receiving funding for this program will make it impossible for IREC to have the ability to provide education and training throughout the State of Idaho in a format consistent with training standards of today. We encourage current and new instructors to use the latest technology available, and feel that we should be setting the example for them to follow.</p>							